



LEHI CITY POSITION OPENING

Power Department Administrative Assistant

NUMBER OF OPENINGS: 1

CLOSING DATE: October 19, 2015, 5:00 PM

PAY RANGE: \$15.90-\$19.09 per hour (Grade 11), depending on qualifications

STATUS: Full-time with Benefits (Medical, Dental, Vision, Life, Retirement, Gym Pass, etc)

DEPARTMENT: Power Department

WORK SCHEDULE: 7:00 AM – 6:00 PM, Monday-Thursday

JOB SUMMARY: Performs a variety of full performance, routine administrative and complex clerical duties, including:

- Answers phone and routes calls; takes and relays messages; provides information to inquiring parties
- Performs Key account activities for essential customers to ensure the highest level of customer service, including involvement with city public information program
- Establish and manage a detailed energy rebate program for over 18,000 customers including tracking rebate requests, payments and coordination with partner service providers and customers
- Composes documents, letters, reports, memos, minutes, routine letters, informative notices, or other general correspondence
- Monitors department calendar to assure against conflicts; schedules appointments; advises personnel of meeting requirements; monitors deadlines for special activities
- Complete reports as requested by Power Director, other staff or departments
- Monitors billing invoice status; determines need to follow up by contacting customers, companies, etc. as needed

MINIMUM REQUIREMENTS: Graduation from high school plus **four (4) years of experience** in secretarial experience performing above or related duties. Considerable knowledge of general office procedures, budgeting, accounts receivable and accounts payable, and record keeping and filing; ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; understand and follow oral and written instructions; maintain confidentiality; communicate effectively, verbally and in writing

TO APPLY: Each applicant is required to turn in a Lehi City application and a resume to Human Resources by apply@lehi-ut.gov or 153 N 100 E, Lehi, Utah. **Only applications from candidates that meet the above requirements and qualifications will be considered.** A complete list of essential functions and minimum requirements of the position may be obtained from the Lehi City Human Resources Office. Lehi City will provide reasonable accommodations for any applicant during the selection process. If you have special needs, please call 385-201-2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov.**

Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.